



Starting Family Tree: Preserving Memories using Photos and Documents

June 2017

Elder Dennis B. Neuenschwander, of the Seventy, taught that *“The work of gathering and sharing eternal family keepsakes is a personal responsibility. It cannot be passed off or given to another. A life that is not documented is a life that within a generation or two will largely be lost to memory. What a tragedy this can be in the history of a family. Knowledge of our ancestors shapes us and instills within us values that give direction and meaning to our lives. (“Bridges and Eternal Keepsakes”, Dennis B. Neuenschwander, General Conference April 1999)*

Besides adding and exploring genealogical information in FamilySearch, you can attach photos, documents, stories, and audio to an ancestor’s detail page. Doing so helps us “turn our hearts” to those who have gone before us. It helps us get a better picture of how they lived, why they made the choices they made, and how we fit into the overall picture of our family (*Malachi 4:6*).

Types of Memories in the Memory Gallery of Family Tree

From the **FamilySearch** home page, clicking on **Memories** brings up a menu with the option to click on **Gallery**. This displays all of the memories contained in the Gallery of the person who is signed in to FamilySearch.org.

Types of Memories that can be added:

- Photos
- Documents
- Stories
- Audio

FamilySearch Content Submission Agreement

- Users are required to agree to the FamilySearch Content Submission Agreement prior to adding photos or other documents in Family Tree.
- This agreement and the Submission Guidelines will appear when you first enter a memory and will also appear when you click on the add button to add a memory to the Gallery.

Memories Indexing Tem



Click to add image



Submission agreement & Upload guidelines

General Memories Concept Discussion

Memories can be added to the Person Page or into the Memories Gallery.

- Memories can be edited, re-tagged, linked, and unlinked by the user who added the memory – others can view the memory but cannot edit or delete it. However, anyone can detach the memory.
- Information on living individuals in Family Tree can only be seen by the person who entered the information, except for photos and documents which can be found by Google; therefore, it is not recommended that you add photos or documents of living people to Family Tree due to privacy concerns.

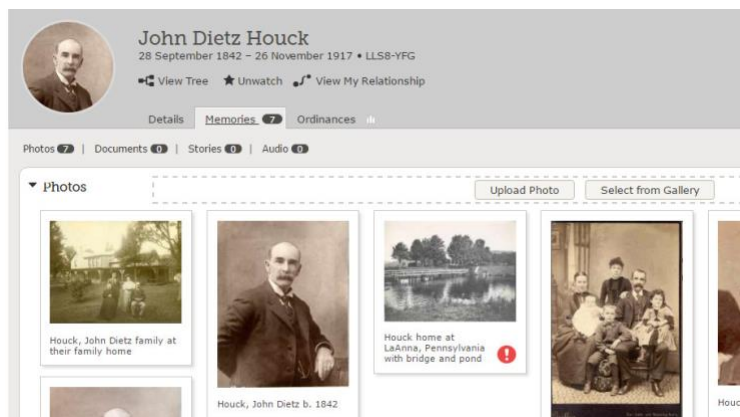
Prior to uploading a photo or document, check the format and size of the photo or document in your file folder. (Leave this file folder window open, if you plan to Drag and Drop; see step 4b). Photos must be .bmp, .jpg, .png or .tif format. Documents must be .bmp, .jpg, .png, .tif, or .pdf format. Both must be less than 15 MB.

Directions to “Upload/Add” Photos and Documents:

1. Go to **FamilySearch.org**, preferably using Chrome, and sign-in. In Family Tree go to the person page for the Individual who is in the “**PHOTO**” or “**DOCUMENT**” you intend to upload.



Click on the “MEMORIES” tab which takes you to the Memories page for the person.



2. The top two boxes are for adding Photos and Documents

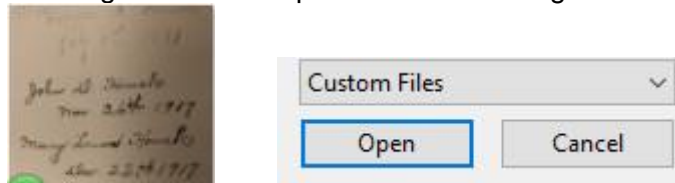
- Choose to Upload a Photo or Document, or choose Select from Gallery if the photo or document is already in your gallery.



3. There are two ways to “Upload” an image.

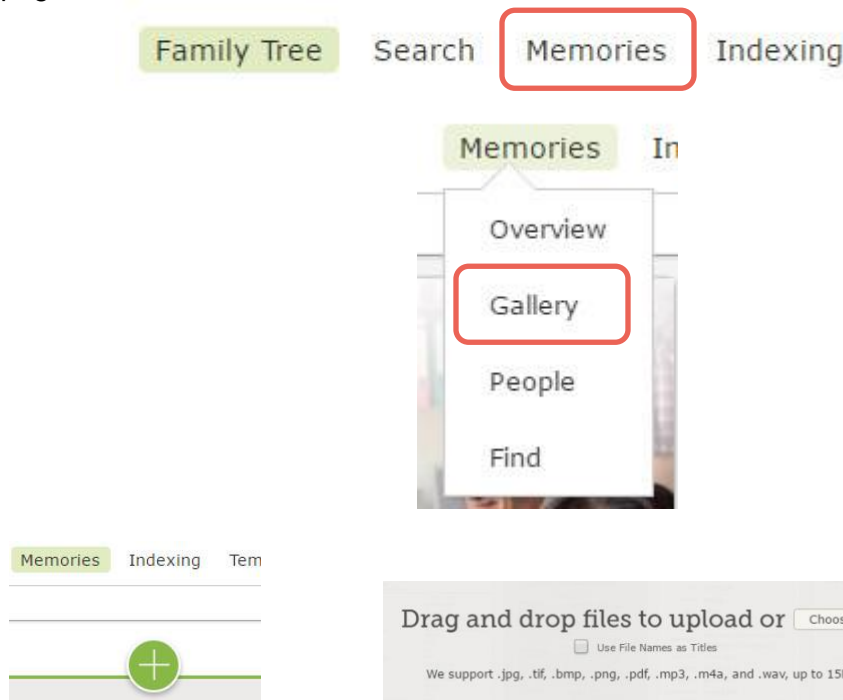
- a) If you are on the memories area from the person details page, locate the image on your computer hard drive or flash drive.

Double click on the image or click on open at the bottom right of the page.



The image will automatically begin to upload directly into the memories area of that person. It is also added to the Gallery. You can also drag and drop the Image into the small rectangular area next to the words “Upload Photo.”

- b) You can also add memories from the general memories tab at the top of the Family Tree page. Click on the memories tab which opens a drop-down menu. Click on Gallery.



When you click on the plus sign you can then drag and drop the files or choose them and open manually by clicking on the file.

Drag and Drop requires that two windows be open side by side. Click on the desired file and hold the left mouse button down while you drag the file to the upload area. “Drop” the file when the window turns green by releasing the mouse button. This puts the photo in the gallery.

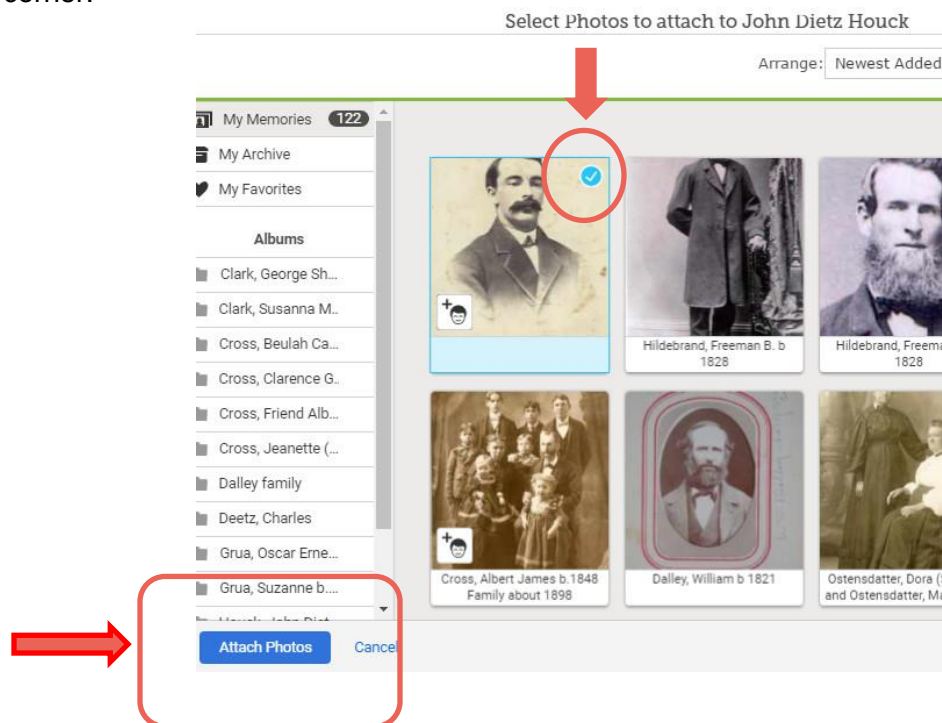
2. When the image has been uploaded in the gallery, it will initially have a “SCREENING” band overlaying the image.

Each image is screened for appropriate content.



3. When screening is finished a “Completed” box appears.

To attach the image to the person you must select it from the Gallery and click on the small arrow in the upper right corner. When the checkmark turns blue, click Attach in the bottom left corner.



YOU MUST CLICK Attach Photo to Add this Photo to the selected person.

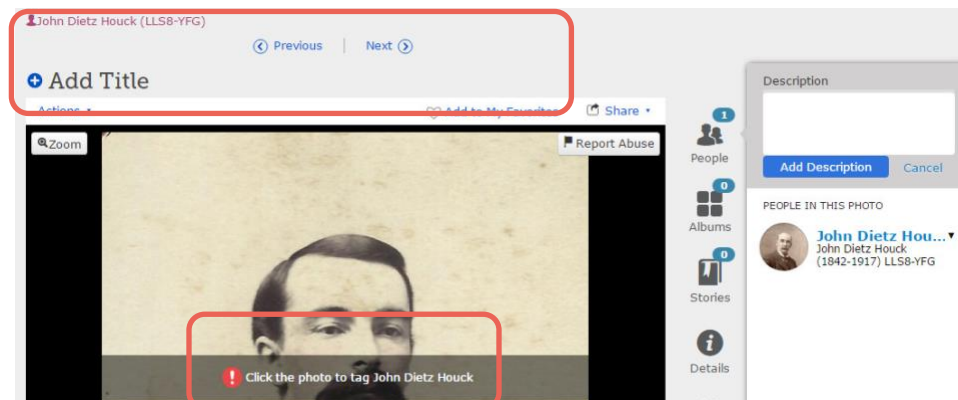
4. You can view all of the images in your Gallery by clicking Gallery from the drop-down menu under the Memories tab at the top of the FamilySearch page.

To get to the **Family Search viewer window**-- where you can title and tag images, click on the image to bring it up in a full screen view.

Titles and Tags for photos and documents differ in **title content** and **tag shape**. In the Title box you identify both the Person's complete Name and Details of the photo, or the Who, What, When and Where of the document. The Tag shape for a photo is an oval or circle, and for a document it is a rectangle or square.

In the **Family Search Viewer Window** you can **Add/Edit a Title**, **Create/Edit/Remove Tag(s)**, **Enlarge the image (Zoom)** and **Attach the Photo or Document** to one or more individuals.

1. Above the image, click on **Add Title** to type in a title for this photo; click on **Edit Title** to change an already entered title.



Be sure to click **Save** to save the changes made to the title.



2. Photos uploaded to the Tree through the Person Details page are **automatically tagged and identified with the Name of the person whose page you are on.** For photos, the initial tag, seen when you hover over the photo, is a large oval. This tag can be changed to a circle and resized by pulling any of the white corner squares toward the middle.
3. To tag multiple people in a photo, you must **SAVE the first tag**-- Click **Save**. Then click on the photo where you wish to locate the next tag. Resize the tag circle. You can shift the tag when the symbol appears inside it. In the gray box type the person's name exactly as it appears in Family Tree. If the person's name is not in Family Tree, click on "Add New Person". If the person's name pops up, click on it. This allows you to tag multiple people in a photo.



4. To edit/remove a tag in either photos or documents, click on one of the drop down options (Edit or Remove Tag).

For more Photo features, look under **“Additional Help”** below.

For Additional Help: To learn more about working with photos and documents including how to tag more than one person, Google “Riverton FamilySearch Library”.

Under Home click on Handouts & Guides, then scroll down to Library Quick Start Guides -- Family Tree for the “Adding Photos to Family Tree” handout.

DOCUMENTS AS SOURCES OF VITAL INFORMATION:

If you have already uploaded a birth, marriage, death or other record containing vital information into a person’s gallery, **it should also be entered as a source**. The FamilySearch handout **“Attaching Documents as Sources in Family Tree”** gives a step-by-step process how to do this. This is found under the Webinar on Attaching Sources to Family Tree. There is also more information on this topic in the Help Center.